

Progress Report

Project Team #: 2

Team Members: Brooke Hirst and Emily Dryden

Reporting Period From: 2/1/2015 To: 2/7/2015

Overall Project Status: On Track

Deliverables:

Work Completed:

Task Name	Date Completed	Summary Notes
Individual Scope Drafts	2/5/2015	<ul style="list-style-type: none">• Turned in for feedback on 2/5/2015• BA Lamar has best base to build upon• Need to add “meat” detail; very broad• Need to move away from suggesting a “solution” in 3rd paragraph
Risk Management, Communication, Quality Management, and Change Management Drafts	2/4/2015	<ul style="list-style-type: none">• Good basis for Risk and communication plans• Need much more work on Quality and Change plans

Work in Progress:

Task Name	Planned End Date	Resources Assigned
Interview #2 Questions	2/11/2015	<ul style="list-style-type: none"> All BAs All PMs
Work Breakdown Structure	2/13/2015	<ul style="list-style-type: none"> PMs MIS 3504 Syllabus MIS 3535 Syllabus

Work Schedule to begin:

Task Name	Planned Start Date
PM Project Scope	2/9/2015
PMs' Budget	2/9/2015
PMs' Project Schedule	2/9/2015

Project Issues

Descriptions	Actions
BA not participating in project, minimal attendance and no individual scope created.	PMs will talk to the BA about the issue and figure out a solution

Project Risks:

Description	Actions
BAs and PMs could lose focus	Weekly meetings with all team members, BAs and PMs to address the WBS and the tasks that need to be completed for the week.
Interview questions for round two may be too broad to too specific and, therefore, not allow the team to get the information it needs to make high quality deliverables	PMs will review the BAs interview questions and address any weak areas with the BAs before class on Thursday

Deliverables may not be completed on time	Weekly meetings with all team members, BAs and PMs to address the WBS and the tasks that need to be completed for the week.
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Meetings

Meetings that have taken place:

Description	Date/Time	Attendees
Meet and Greet	1/23/2015 @ 11:30am	2 PMs and 3BAs
Meeting 1 (review interview tactics and questions)	1/28/2015 @ 5pm	1 PM and 3 2BAs
Meeting 2 (review components of good scope)	1/29/2015 @5pm	2 PMs and 3 BAs
Meeting 3 (review of Interview Questions)	2/5/2015 @ 5pm	2 PMs and 3 BAs

Planned Meetings:

Description	Date/Time	Attendees
Meeting 4 (get project update from Bas and edit BAs' consolidated scope)	2/12/2015 @ 5pm	